

# Jyothi Lakshmi .S

Attibele anekal taluk Bangalore Karnataka 562107  
9148454581 | jyothilakshmis3095@gmail.com

## Objective

---

To secure a challenging position in a reputable organisation to expand my learning, knowledge and skills

## Experience

---

- Trimurti Polychem Pvt L td** Dec 1 2021 - Till date  
Accounts Executive
  - Booking the Purchase & services Bills, Raising the Debit note& credit note
  - GSTR 2B Reconciliation & Bank Reconciliation
  - Filling the GSTR 1 & GSTR 3 B
  - Rasing the Tax invoices & Generating E- invoices.
- Hydax Hydraulics Pvt Ltd** December 1 2020 - Nov 31st 2021  
Account Executive
  - Filling GSTR1, GSTR3B ,TDS, Bank reconciliation
  - Handling petty cash, Account receivable and payable
- Silver crest clothing private limited company** February 15th 2020 - March 21st 2020  
Accountant as an intern
  - Worked on the project in the field of EXIM to know the impact on the financial performance of the company
  - Given suggestions to the company. when the problem arrives a rejection of goods in foreign countries
- Environment software private limited company** August 1st 2019 - September 15th 2019  
Accountant as an intern
  - Worked on the project of account receivable and payable of the company

## Education

---

- IFIM college** 2018- 2020  
M.com accounts and taxation  
7.1
- Bangalore university** 2015-2018  
B.com accounts and taxation  
7.23
- Bangalore university** 2013-2015  
Commerce  
6.1

## Skills

---

- TCS ion software
- Manufacturing Plus software
- SAP software (Pursuing)
- Tally ERP 9
- Ms excel
- Ms Power POint
- Ms office

## Projects

---

- **Academic projects**

- "A study on the impact of export procedure on the financial performance of the company
- " A study on account receivable and payable of the company
- "Social immersion project " (live project) for 10days

### **Achievements & Awards**

---

- A to Z of GST Compliance Completion Certificate
- A to Z INCOME TAX ( Pursuing )

### **Role And Responsibilities**

---

- Managing and controlling generation of tax invoices/ credit note/ E-invoice & E-way bill from system or Manual
- Booking the Purchase & services Bills, Raising the Debit note & Credit note.
- GSTR 2B Reconciliation & Bank Reconciliation(BRS) for every month.
- Filling the GSTR 1 & GSTR 3 B
- Managing & controlling the Ageing Receivable & Ageing Payable.
- Manage and oversee the daily operations of the accounting department
- Handling the petty cash & Booking the Petty cash vouchers.
- Experience in handling TDS , GST related data.
- Making Payment entries & receipt entries in ERP
- Physical Stock checking in Production Quarterly.

### **Participation & Volunteering**

---

- **Arohan**  
Participated in "Walk Against Drug Abuse"
- **Student conference**  
"National level Mindpower student conference"
- **Run For Her save the girl child**  
Participated in Kanyathon in 2019  
Participated in Kanyathobe 2020